

No More emails from BidSync Links Plus

Step 1: Log on to **www.eprocure.dgs.ca.gov**—In the *Access eProcurement (eP)* box (second blue bar), **click** *Login*. Enter your user name and password. (Call Bidsync at 1-800-990-9339 if user name and/or password are forgotten. They are case-sensitive.)

Step 2: **Click** My Account located in the blue bar at the top of the page.

Step 3: Under Profile Setup, **Regions**, **click** Edit. **Scroll** to the bottom of the page and **Click** De-select All; **scroll** to the top of the page and **check** California only; **click** Save.

Step 4: Under Profile Setup, **Notifications**, **click** Edit. Make sure that the last two items are **NEVER**, (“Send me a daily list of BidSync Links Plus bids” and “Send me exclusive special offers and promotions”). **Click** Save.

Step 5: Under Profile Setup, **Agency Types**, **click** Edit and **de-select** everything **except** State. **Click** Save.